

King, Valerie A.

From: King, Valerie A.
Sent: Tuesday, May 28, 2002 1:38 PM
To: Phillips, Robin
Subject: Remaining WSA Project Reviews

Robin:

As it currently stands, here is the plan for the remaining WSA project reviews:

June 13 (8:30 am - 12:00 noon, Richmond time) (Program areas covered: Cancer, CVD, COPD)

July 30 (8:30 am - 11:30 am, Richmond time) (Program areas covered: Repro, ETS, Smoke Exposure)

August 27 (8:30 am - 10:30 am, Richmond time) (Program areas covered: Acceptability Assessment, Harm Reduction Guidance/Evaluation)

September TBD (8:30 am - 11:30 am, Richmond time) (Program areas covered: Clinical Testing, Non-Clinical Testing/Research, Communication)

Since we've shifted everything forward a month, a September date needs to be identified. I would suggest working with Joy asap to find a date in the first 2 weeks of the month so that we can be sure the full cycle gets completed before our planning meeting (currently scheduled the week of September 16).

Since the times needed on each day are now slightly different, I would also suggest that you send a note out to all of the project leaders and Rick's staff confirming (again) dates and times once you've got the September date fixed on Rick's calendar.

Lastly, don't forget to send a note out to all of WSA (excluding involved project leaders and Rick's staff) before each review to invite them to participate.

(I am sure you are getting tired of my suggestions.....have patience with me!)

Thanks,
Valerie